



Figure 289: Filter field filtering dialog

The text adjacent to a filter field button indicates the filtering status, that is “- all -” when nothing is filtered, “- multiple -” when multiple but not all items are filtered, or the value when only that value is not filtered.

## Updating (refreshing) changed values

After you have created the pivot table, changes in the source data do not cause an automatic update in the resulting table. You must update (refresh) the pivot table manually after changing any of the underlying data values.

Changes in the source data could appear in two ways:

- The content of existing data sets has been changed.  
For example, you might have changed a sales value. To update the pivot table, left-click in the results area and choose **Data > Pivot Table > Refresh** on the Menu bar, or right-click in the results area and choose **Refresh** in the context menu.
- You have added or deleted data sets in the original list.  
In this case the change means that the pivot table has to use a different area of the spreadsheet for its analysis. If a simple addition to the list was made (for example, a new sale from a different employee was inserted), it is possible to update the pivot table by changing the range in the *Selection* field in the *Source* area of the Pivot Table Layout dialog. Fundamental changes to the data set collection means you must redo the pivot table from the beginning.

## Cell formatting

The cells in the results area of the pivot table are automatically formatted by Calc. You can change this formatting using all the tools in Calc. However if you make any change in the design of the pivot table using direct formatting, the formatting will return to that applied automatically by Calc when the table is next refreshed.

On creating a pivot table, six standard cell styles are added to the list of styles in the document if they are not included already. Each of these styles is applied to part of the pivot table. You can customize these pivot table styles. The pivot table styles are:

- Pivot Table Category
- Pivot Table Corner
- Pivot Table Field